

GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: DARRANG :: MANGALDAI
(ADMINISTRATION BRANCH)

NO. DAN - 2/2011/ 193

Dated Mangaldai, the 4th April, 2012.

NOTIFICATION

**INFORMATION MANUAL OF THE OFFICE OF THE DEPUTY COMMISSIONER, DARRANG
(UNDER SECTION 4 (1) (B) OF THE RIGHT TO INFORMATION ACT, 2005).**

In pursuance of the provisions contained under section 4 (1) (b) of the Right To Information Act, 2005, the required information is published for general information in the Information Manual of the office of the Deputy Commissioner, Darrang and given herein below :-

CHAPTER - I

PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES:

Works of the office of the Deputy Commissioner, Darrang functioning with different branches which are recognized as below:

1. Confidential (MCD)
2. Administration & Magistracy (DAN)
3. Development (DDP)
4. Planning including SDPL & DUDA (DPL)
5. Election (DEL)
6. Excise (DEX)
7. Nazarat (DNZ)
8. Bakijai (DNB)
9. Census (DCN)
10. Personnel including Accounts (DPN / DPF)
11. Registration (DRD)
12. Land Records (DRKG)
13. Land Reforms (DRC)
14. Land Acquisition (DRAQ)
15. Land Revenue (DRTN)
16. Land Settlement (DRS), Encroachment (DRS/EC)
17. Disaster Management (DDM)
18. Fishery (DRF)
19. Food, Civil Supplies & Consumers Affairs (DMS)
20. Treasury (DTM)
21. Zila Sainik Board (ZSW)
22. Home Guards & Civil Defence (MHG)
23. Arunoday Facilitation Centre (DAFC)
24. Issue and Receipt Branch

(1) Confidential Branch:

1. Overall supervision of works / subjects of various branches of the Deputy Commissioner's office.
2. Matters of emergency nature, etc.
2. Statutory matters.
3. Confidential matters relating to various branches / departments.
4. Implementation of Acts, Rules and guidelines entrusted by the government from time to time.

(2) Administration & Magistracy Branch:

1. Matters relating to maintenance of security, law and order in the district including land dispute / boundary dispute.
2. Matters relating to Arms - Ammunition / Weapons and Explosives, etc.
3. Passport, Citizenship.
4. Matters under Cr.P.C. and amended provisions and promulgation of prohibitory orders.
5. Matters under Birth & Death Registration Act.
6. Jail Matters.
7. Matters relating to Cinema and Video.

8. Right To Information Act, 2005.
9. Matters relating to Hotels and Sarai Act.
10. Prosecutions sanction.
11. Matters relating to Government Pleaders, Public Prosecutors and Assistant Public Prosecutors, Assistant Government Pleaders and matters relating to them, etc.
12. Matters relating to Legal Heirs.
13. Conduct of Government cases in various courts.
14. Administration of the Code of Criminal Procedure, 1973 and subsequent amendments.
15. Reports and returns to High Courts.
16. Issue of Permanent Resident Certificates / Countersignature of caste certificates, etc.
17. Matters relating to Solarium Fund scheme.
18. Workmen Compensation cases / cases under Minimum Wages Act.
19. Matters relating to MACT cases.
20. Crime Detection and punishment of offenders.
21. Matters relating to Police Stations / Thana Level Committees.
22. Haj pilgrimage and other pilgrimage out side India.
23. Matters relating to Fire Service Organization.
24. Verification of Character and Antecedents.
25. Complaints against police inaction / non-cooperation.
26. Vigilance Committee.
27. Pollution & Environment.
28. Matters relating to Stamp Vendors / SAS Agency / MPKBY.
29. Matters relating to the Civil Defence.
30. Matters relating to nomination of Awards.
31. Matters relating to Pension / Family pension to Freedom Fighters.
32. Matters relating to Communal Harmony.
33. Implementation of Acts, Rules with amended provisions and guidelines entrusted by the government from time to time relating to the branch.

(3) Development Branch :

1. Matters relating to Planning & Development Department including MP & MLA LAD schemes, Untied fund, Kalpataru, Buniyad, etc programmes.
2. Decentralized Planning Cell,
3. All the Flagship Programmes of the Government of India.
4. 20 Point / 15 point programmes.
5. District Level Monitoring Committee.
6. Women empowerment.
7. Matters relating to Forest, ASEB.
8. Matters relating to development departments and in coordination with department concerned in connection with government programmes.
9. Implementation of schemes under MSDP.
10. Matters relating to Education department.
11. Matters relating to Health & NRHM.
12. All Matters relating to Agriculture (AACP / RKVY / ARIASP), PHE (TSP) department.
12. Implementation of Acts, Rules and Guidelines entrusted by the government from time to time relating to the branch.

(4) Planning Branch :

1. Matters regarding functioning of Local Bodies.
2. Municipal Administration and Urban Development matters including DUDA, Panchayat matters and Elections to PRIs and Municipal Board / Town committee, DRDA & Zilla Parishad matters.
3. Matters relating to District Level Vigilance & Monitoring Committee to monitor Rural Development programme (through DRDA).
3. Preparation of budget / pay bills.
4. Implementation of Acts, Rules and Guidelines entrusted by the government / State Election Commission from time to time.

(5) Election Branch :

- i. Administration under
 - a) The Representation of the People Act, 1950 and Rules framed thereunder.
 - b) The Representation of the people Act, 1951 and Rules framed thereunder.
 - c) The Registration of Election Rules, 1960

d) All other related Acts, Rules and Guidelines entrusted by the Government / Election Commission of India from time to time.

- ii. Preparation of electoral rolls.
- iii. This branch is responsible for implementation of provisions relating to conduct of election for Parliament, Legislature of the State as per provisions of Act (s) and Rules contained in the constitution of India.
- iv. To issue directives to all officers to be deployed for conduct of revision of electoral rolls and conduct of elections as per ECI's guidelines.
- v. Updating of electoral rolls by preparation / publication of draft / disposal of claims for deletion, addition, correction of voters names & particulars / final publication of electoral rolls.
- vi. Approval of printing works / construction works under ECI's guidelines / order communicated by the Government from time to time.
- vii. Logistic support to ERO, AERO and other election related functionary to facilitate them to perform duties smoothly.
- viii. Disposal of appeal to be submitted by the appellate on being aggrieved by the decision taken by the ERO regarding rejecting his claims.
- ix. This branch is also responsible for proper maintenance of storage of ballot boxes, furniture, electoral rolls, NRC, EVMs, etc.
- x. Matters relating to pay and allowances of staff, contingency funds relating to elections including preparation of budget, submission of requirement of funds for pay and allowances and other expanses to conduct elections, etc.

(6) Excise Branch :

Administration under the provision of :

- i. The Assam Excise Act, 1910.
- ii. The Assam Excise Rules, 1945.
- iii. The Assam Bonded Ware House Rules, 1965.
- iv. The Assam Services (Discipline & Appeal) Rules, 1964.
- v. The Fundamental Rules and Subsidiary Rules, 1969.
- vi. The Assam Services (Pension) Rules, 1969.
- vii. The Delegation of Financial Power Rules, 1960.
- viii. The Assam Revised Leave Rules, 1934
- ix. The Narcotic Drugs and Psychotropic Substances Act and Rules.

It consists of the following sections:-

- (a) Licensing and prosecution sanction.
 - (b) Personnel section.
 - (c) Accounts section.
- (a) **Licensing and prosecution sanction** under the provisions of Acts and Rules and executive instruction in this regard.
Action against persons involved in illicit liquor, drugs, etc. and to earn revenue.
- (b) **Personnel Section:-**
It deals with all the matters indicated under personnel Section so far as Excise staff is concerned. It also deals with the Personnel matters of Inspecting Excise Staff under rules, e.g. the Assam Excise Service Rules, 1961, The Assam Subordinate Rules, 1961 and the Departmental Examination Rules for Excise Officers.
- (c) **Accounts Section:-**
It deals with all the matters being dealt with by the Accounts Section under personnel Branch in so far as excise matters are concerned.
- (d) Implementation of Acts, Rules, Manuals and guidelines entrusted by the government from time to time.

(7) Nazarat & Stationery Branch :

This branch deals with -

- (i) Maintenance of buildings under the Deputy Commissioner.
- (ii) Office Accommodation.
- (iii) Purchase of Stationery and miscellaneous articles including furniture, liveries etc. and their proper distribution.
- (iv) Logistic support to Army & Paramilitary forces in connection with C I Ops.
- (v) Arrangement of meetings, conference etc. and arrangements for refreshments.
- (vi) Maintenance of Circuit House.
- (vii) VVIP / Protocol etc. matters.
- (viii) Matters relating to printing of documents.

- (ix) Requisition / hire of Vehicles.
- (x) Requisition / printing of forms including allotment of scheduled forms.
- (xi) Procurement of paper and Stationery articles and matters relating to their supply to various branches.
- (xii) Matters relating to Typewriters, duplicators etc.
- (xiii) Supply of Government publications.
- (xiv) Instruction regarding use of stationery and forms including lying down the yardstick of consumption.
- (xv) Library including supply of Books / publication and purchase of leaflets / news papers.
- (xvi) Preparation of budget / contingency bills.
- (xvii) Maintenance of Cash Books, records in connection with expenditure of the office.
- (xv) Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

(8) Bakijai Branch :

- i. This branch deals regarding Recovery of Government dues under :
 - a) The Bengal Public Demand Recovery Act, 1913.
 - b) Rules under Chapter V of the Assam Land and Revenue Regulation 1886, relating to arrears and mode of recovery of them.
- ii. Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

(9) Census :

Administration / implementation of the Census Act and instructions / guidelines relating to Census matters received from Government / Higher Authorities.

(10) Personnel Branch:

The branch consists of the following sections :

- a) Personnel Section DPN
- b) Accounts section DPF

(a) Personnel Section:

- 1. Establishment matters of officers and staff.
- 2. Conduct and Discipline and other general condition of Government servants.
- 3. Administration of
 - i. The Assam Ministerial District Establishment Rules, 1967 and subsequent amendments *in 1999 and 2009*.
 - ii. The Assam Financial Rules.
 - iii. The Assam Services (Discipline & Appeal) Rules, 1964.
 - iv. The Fundamental Rules and Subsidiary Rules, 1969.
 - v. The Assam Services (Pension) Rules, 1969.
 - vi. Delegation of Financial Power Rules, 1960.
 - vii. The Assam Revised Leave Rules, 1934.
- 4. Assets and liabilities.
- 5. Service Books.

(b) Accounts Section:

- (1) Matters relating to pay and allowances including dearness allowance, traveling allowance, GIS, GPF etc.
- (2) Matters relating to audit and special audit etc.
- (3) Matters relating to Pay Committee.
- (4) Payment of Income Tax.
- (5) Preparation of budget, submission of requirement of funds for pay and allowances under head of account 2053, 2070, etc.

- (c) Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

11 Registration Branch :

- i. Administration of
 - (1) the Registration Act, 1908.
 - (2) the Indian Stamps Act, 1899
 - (3) Special Marriage Act, 1954
- ii. Matters relating to pay and allowances, etc of staff.
- iii. Implementation of Acts, Rules including amended provisions and guidelines entrusted by the government from time to time relating to the branch.

12 Land Records Branch :

Administration under the provision of-

- i. The Assam Land Records Manual.
 - ii. The Assam Land and Revenue Manual, 1886.
 - iii. The Assam Financial Rules.
 - iv. The Assam Services (Pension) Rules, 1969.
 - v. The Delegation of Financial Power Rules, 1960.
 - vi. The Assam Services (Discipline & Appeal) Rules, 1964.
 - vii. The Fundamental Rules and Subsidiary Rules, 1969.
 - viii. The Assam Revised Leave Rules, 1934.
 - xi. The Assam Contingency Manual.
 - xii. Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.
1. Establishment matters relating to Land Record staff including pension matters, Service Books of LR staff, conduct and Discipline and other general condition of employees concerned.
 2. Maintenance of Land Records of the district including computerization of Land Records, Project - Dharitree.
 3. Matter relating to RCC training.
 4. Matters relating to appointment, appeal and dismissal of Gaonburhas, preparation of monthly remuneration bills of Gaonburhas.
 5. Creation of Circles / Mandal Lots / Mouzas and Gaonburha Lots.
 6. Construction of Circle Offices, etc.
 7. Matters relating to Director of Land Records Surveys.
 8. Correction of Records and maintenance of Jamabandi and issue of certified copies through Arunoday Facilitation Centre.
 9. Survey and demarcation of Inter-district boundaries.
 10. Matters relating to Settlement operation.
 11. Revenue appeal including partition / mutation appeals.
 12. Assets and liabilities of LR staff.
 13. Accounts Section:
 - (1) Preparation of budget under head of account 2029 LR.
 - (2) Matters relating to pay and allowances, traveling allowances, GPF, GIS etc. of staff under the head of account 2029 LR
 - (3) Matters relating to audit and special audit etc.
 - (4) Payment of Income Tax.
 - (5) Preparation of pay bills / Remuneration claim of Land Records staff / Gaonburhas, etc.
 - (6) Matter relating to Circle Officers tour diaries.

13. Land Reforms Branch :

- i. Management of land belonging to religious institutions.
- ii. Administration of-
 - a. The Assam Fixation of Ceiling on land Holding Act, and Rules made thereunder.
 - b. The Assam Temporarily Settled Areas Tenancy Act, 1971 and Rules made thereunder.
 - c. The Assam State Acquisition of Lands belonging to Charitable Institutions of Public Nature Act, 1976 and Rules made thereunder.
 - d. The Assam Gramdan Act, 1961 and Rules made thereunder.
 - e. The Assam Bhudan Act, 1965 and Rules made thereunder.
 - f. Implementation of schemes under Minimum Needs Programme.
 - g. Implementation of Acts, Rules and guidelines entrusted by the government from time to time.
 - h. Examination of various reform measures relating to the branch suggested by the Government and their implementation.

14. Land Requisition and Acquisition Branch :

- i. Exercise of powers and functions of collector under the provision of different Acts and Rules concerning requisition and acquisition E.G.
- ii. Matters relating to 4-lanning of National Highway.
- iii. Administration of Acts and Rules, Government Guidelines on the subjects from time to time relating to the branch.

15. Land Revenue Branch:

- i. Maintenance of records relating to Touzi Navis.
- ii. Affairs of Mouzadars including appointment, commission to mouzadars, disciplinary action against delinquent mouzadars, etc.
- iii. Matters relating to collection of the land revenue and local rate including their remission.
- iv. Administration of the Assam Land and Revenue Regulations, 1886 (Matters relating to recovery of arrears, current Revenue and Local rates).
- v. Matters relating to the Assam Land Revenue Re-assessment made thereunder.
- vi. Administration of Acts and Rules, Government Guidelines on the subject from time to time relating to the branch.

16. Land Settlement Branch:

- i. Administration of Land Policy 1989 and ALRR Act, 1886 and instructions received from Government from time to time.
- ii. Matters relating to Land Settlement Policy.
- iii. Matters relating to Land Settlement Advisory Committee etc.
- iv. Conversion of annual patta / short lease land into periodic patta.
- v. Transfer of government land under land transfer rules.
- vi. Reclamation of cultivable waste land.
- vii. Matters relating to Forest Right Act.
- viii. Matters relating to Ecological Site, etc.
- ix. Administration of Acts and Rules, Government Guidelines on the subject from time to time relating to the branch.

Encroachment Branch:

- i. Removal of encroachment on Government Lands.
- ii. Matters relating to chapter X / Assam Accord.
- iii. Implementation of guidelines / instructions from higher authorities from time to time relating to the branch.

17. Disaster Management Branch:

- i. Maintenance of Refugee camps including grant of financial and medical relief to the displaced persons.
- ii. Rehabilitation schemes to settle displaced persons.
- iii. Matter relating to project Ashwas.
- iv. Matters relating to rehabilitation of refugees including persons affected by natural calamities.
- v. Rehabilitation of acquisition affected people.
- vi. Matter relating to Sub-Divisional Relief Committee.
- vi. Administration of the Assam Relief Manual, 1976.
- vii. Action on Crisis Management Plan, 2009 for man-made disaster.
- viii. Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

18. Fishery Branch:

- i. Affairs of Fisheries.
- ii. Settlement of Revenue Fisheries including administration of the Assam Fisheries Settlement Rules, 1953.
- iii. Administration of the Assam land and Revenue Regulation (Rules under section 155 and 156 of the Regulation and section and section 6 of the Indian Fisheries Act).
- iv. Execution of Acts and Rules, government guidelines from time to time relating to the branch.

19. Food, Civil Supplies and Consumers Affairs :

It consists of following works-

- a. Administration and implementation of PDS / TPDS items and of Licensing and prosecution.
- b. Licensing and prosecution sanction.
- c. Administration of Acts and Rules and executive instruction relating to Food, Civil Supplies and Consumers Affairs and government guidelines from time to time:
- d. **Personnel Section:-**

It deals with all the matters indicated under personnel Section of Personnel Branch so far as FCS & CA staff is concerned. It also deals with the Personnel matters of Inspecting FCS & CA Staff, e.g. the Departmental Rules. It also deals with the personnel matters of the inspecting supply staff.

e. **Accounts Section:-**

Preparation of budget and salary bills of employees under Food, Civil Supplies and Consumers Affairs

f. **Matters relating to:** administration of schemes launched by government from time to time relating to the branch like Mid-Day-Meal schemes, Mukhya Mantrir Anna Suraksha Jojana, Antodaya Anna Yojana, Annapurna, etc.

g. Matters relating to District / FPS / GPSS Level Vigilance and Monitoring Committee on PDS.

20. Treasury Branch:

Administration of :

i. The Treasury Rules and the Subsidiary Orders.

ii. Personnel matters of staff belonging to the Assam Financial Service and Other Treasury Staff.

iii. Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

21. Zila Sainik Board:

i. Welfare, interests, resettlement, rehabilitation and all other matters concerning the ex-servicemen, families of servicing and deceased soldiers.

ii. Assistance in representing their cases to the local administration or the Defence Authority concerned as the case may be.

iii. Circulation of all sorts of information concerning the welfare of such categories of personnel, i.e. benefit / concessions, reemployment, resettlement, rehabilitation, training facilities and all other assistance may be announced by the Central and the State Government from time to time.

iv. Help to such personnel in matters of securing medals / stars, pension, gratuity, settlement of areas etc.

v. Assistance to disabled soldiers and widows and orphans of deceased soldiers.

vi. Investigation of application for financial assistance and all other matters affecting the interest of such personnel.

vii. Promotion of feelings of good-will between civil and military classes.

viii. Liaison with Civil Authorities on matters of peculiar interests of Military classes.

ix. Control of local funds, if any, for helping the needy and deserving personnel.

x. Advice on all matters, civil and military, concerning their welfare, interests, resettlement, rehabilitation and all other matters.

xi. Coordination of all activities with the Armed Forces Personnel and Civil side.

xii. Cooperation of defence personnel with implementation of government schemes.

xiii. Implementation of Acts, Rules and Guidelines entrusted by the government from time to time relating to the branch.

22. Home Guard Branch:

(a) Administration under the Assam Home Guard Act, 1947.

(b) All other matters relating to the Home Guards, i.e. selection of volunteers for training, deployment and discharge of the trained Home Guard volunteers.

(c) Matters relating to preparation of budget, pay-bills, etc. of employees and staff, remuneration to Home Guards personnel.

(d) Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

23. Arunoday Facilitation Centre:

i. Implementation of National e-Governance Plan.

ii. Monitoring of Village Level Enterprisers for implementation of NeGP, digitization of functioning of Common Services Centers, delivery of Government to Citizens (G2C) services and other items of works allotted from time to time.

iii. Implementation of Acts, Rules and Guidelines entrusted by the government from time to time relating to the centre.

24. Issue & Receipt Branch:

i. Dispatch / Issue of letters.

ii. Receipt of letters from government and other authorities / applications, etc.

CHAPTER II

THE POWERS, DUTIES OF OFFICERS AND EMPLOYEES:

1. Shri Kumud Chandra Kalita, ACS, Deputy Commissioner, Darrang:

- A. Overall in-charge of the district administration and supervision of matters relating to the district.
- B. To perform duties as Deputy Commissioner, District Collector, District Magistrate, District Election Officer, District Registrar, District Treasury Officer, Executive Director of DRDA, First Appellate Authority under RTI Act of 2005 relating to matters of Deputy Commissioner's establishment, District Programme Coordinator under MGNREGA, etc.
- C. Statutory matters.
- D. Administrative approval for implementation of schemes / works, issue of work orders under rules / guidelines received from government / authorities concerned.
- E. Overall supervision of works / subjects of various branches / offices of the amalgamated establishment of the Deputy Commissioner.
- R. Any other matter that may be assigned by the Government / higher authorities / as and when situation demands.

2. Shri Girish Chandra Sarma, ACS, Addl. Deputy Commissioner:

- A. I/c Project Director, ITDP, Darrang.
- B. Excise (through Excise Branch).
- C. Revenue Appeal / Cr.P.C.
- D. Census matters including Socio-economic and caste Census, 2011.
- E. Incharge of Home Guards and Civil Defence.
- F. NeGP & Arunoday Facilitation centre.
- G. Nodal Officer for Public Grievance Cell.
- H. Nodal Officer for High Court / other court cases.
- I. Cr.P.C.
- J. Education matters including SSA; TLC.
- K. Matters relating to Land Ceiling, Reforms.
- L. Land Acquisition and Requisition Branch / works of 4-Lanning of National Highway.
- M. Commissioner of Workmen Compensation.
- N. Disposal of cases under Workmen Compensation / Minimum Wages Act.
- O. Any other matter that may be assigned by the D.C. from time to time.

3. Shri Pradeep Kumar Bhagawati, ACS, Addl. Deputy Commissioner:

- A. Chief Executive Officer for District Disaster Management including D.M Branch.
- B. Administration and Magistracy Branch (including Arms & ammunition).
- C. Land Settlement and Encroachment / implementation of Chapter –X.
- D. Land Records, Records room, Library.
- E. Computerization of Land Records.
- F. BTAD matters.
- G. PRC / Caste Certificate / Non-creamy layer certificate.
- H. Small savings.
- I. Distribution / disposal of Cr.P.C. cases among the Executive Magistrates.
- J. Liaison with Army / CPMF.
- K. Over all in-charge of protocol to be finalized in consultation with D.C.
- L. Land valuation matter & Land sale / NOC (through Settlement Branch).
- M. Registration matters (through Sub-Registrar, Mangaldai)
- N. Bakijai / Fishery Branch / Land Revenue (TN) Branch.
- O. Revenue Appeal / Cr.P.C.
- P. Issue and Receipt Branch.
- Q. Personnel & Accounts Branch.
- R. Audit objections (through Personnel branch / FAO).
- S. Function as Public Information Officer under RTI Act, 2005.
- T. First Appellate Authority under RTI Act of 2005 relating to matter of Revenue Circle offices.
- U. Treasury matters.
- V. Any other matter that may be assigned by the D.C. from time to time.

4. Shri Razvee Shahded Hussain, ACS, Additional Deputy Commissioner,

- A. Decentralized Planning Cell, all matters relating to Planning & Development Department, including MP & MLA LAD schemes, Untied fund, Kalpataru, Buniyad, etc. programmes.

- B. All the Flagship Programmes of the Government of India.
- C. Schemes under MsDP (through Development Branch)
- D. Municipal Administration and Urban Development matters including DUDA, DRDA-Zilla Parishad matters, Elections to Municipal & PRIs, (through Sub-Divisional Planning Branch).
- E. Election matters - all.
- F. Nodal Officer for Assembly / Loksabha / Rajyasabha questions.
- G. All matters concerning Health Department including Health Mission – NRHM and District Health Society and management of Mangaldai Civil Hospital, PHCs and CHCs.
- H. Women Empowerment.
- I. Zila Sainik Board matters, Nodal Officer in connection with Grievances Redressal Mechanism to address the issues raised by the detached families of the in-service soldiers and the Ex-servicemen community.
- J. All Matters relating to Agriculture (AACP / RKVY / ARIASP), PHE (TSP) department (through Development Branch).
- K. Supply Branch including Mid-day meal
- L. Cr. P. C.
- M. Haj Committee matters.
- N. Any other matter that may be assigned by D.C. from time to time.

6. Smti Gitanjali Dutta, ACS, Sub-Divisional Officer(S):

- A. Sub Divisional Welfare Officer.
- B. Women Empowerment.
- C. Cr.P.C. cases / Bakijai cases.
- D. Work of 4-Lanning of NH through ADC (Revenue).
- E. Land Acquisition & Requisition branch / Land Reforms.
- F. Matters relating to Death and Birth registration.
- G. Matters relating to District Information and Public Relations.
- H. Issue of Caste / Non-creamy layer certificates / certificates other than P.R.C.
- I. Protocol matters.
- J. Bakijai Branch.
- K. Fishery / Land Revenue (TN) Branch.
- L. To act as Assistant Public Information Officer under RTI Act, 2005.
- M. NeGP & Arunoday Facilitation Centre / Public Grievance Cell.
- N. Staff meetings.
- O. Jail matters.
- P. Any other matter that may be assigned by D.C. from time to time.

7. Shri Animesh Talukdar, ACS, Election Officer:

- A. Election matters.
- B. NRC matters.
- C. Nazarat & Stationery Branch.
- D. Logistic support to Army / CPMF.
- E. Administration and Magistracy Branch.
- F. Issue of Caste certificates / certificates other than PRC.
- G. Permission for death and birth registration.
- H. Cr. P. C. / Bakijai cases.
- I. Socio-economic and caste Census, 2011.
- J. Any other matter that may be assigned by D.C. from time to time.

8. Smti Parijat Bhuyan, ACS, Extra Assistant Commissioner:

- A. Land Settlement and Encroachment / implementation of Chapter –X.
- B. Cr. P. C. cases / Bakijai cases.
- C. Land Records, Records room, Library.
- D. Disaster Management Branch.
- E. Issue & Receipt Branch.
- F. Issue of Caste Certificates.
- G. Protocol Matters.
- H. Personnel Branch.
- I. Gandhi Smriti Udyan.
- J. Birth and death registration permission.

- K. Municipal Administration and Urban Development matters including DUDA, Panchayat matters and Elections to PRIs and Municipal Board / Town committee, DRDA & Zilla Parishad matters (through Sub-Divisional Planning Branch)
- L. Any other matter that may be assigned by D.C. from time to time.
10. **Shri Arun Kr. Roy, Senior Planning Officer:**
- Decentralized Planning Cell, all matters relating to Planning & Development Department, including MP & MLA LAD schemes, Untied fund, Kalpataru, Buniyad, etc. programmes.
 - To assist Deputy Commissioner / Additional Deputy Commissioner (Development) in implementation of various government development programmes.
 - Coordination with all development departments.
11. **Shri Ashis Dev Purkayastha, AFS, Treasury Officer:**
- Treasury matters,
 - Functions as Finance and Accounts Officer.
 - Timely monitoring and updating of all cash books of D.C.'s establishment.
 - All financial matters of D.C.'s establishment.
 - Audit Committee matters (through Personnel Branch).
 - Personnel Accounts.
 - Any other matters allotted to him from time to time by D.C.
12. **Shri Subrata Saha, District Informatics Officer, NIC :**
- Function of District Informatics Centre
 - Any other matters allotted to him from time to time by D.C. / A.D.C.
13. **Shri Lakshmi Nandan Barua, Superintendent of Excise:**
- Matters relating to Excise Affairs.
 - Any other matters allotted to him from time to time by D.C.
14. **Shri Sailen Das, Assistant Planning Officer:**
- Decentralized Planning Cell.
 - Any other matters allotted to him from time to time by D.C. / A.D.C.
15. **Shri Zinnatul Karim, Assistant Planning Officer:**
- Decentralized Planning Cell.
 - Any other matters allotted to him from time to time by D.C. / A.D.C.
16. **Shri Karuna Kanta Deka, Revenue Sheristadar:**
- Matters relating to Revenue Branches.
 - Any other matters allotted to him from time to time by D.C. /A.D.C.
17. **Shri Hari Chandra Sarmah, Administrative Officer:**
- Administration & Magistracy Branch.
 - Planning & Development Branch.
 - Personnel Branch.
 - Confidential Branch.
 - Any other matters allotted to him from time to time by D.C. / A.D.C.
18. **Shri Harekrishna Prashad, Superintendent of Food, Civil Supplies and Consumers Affairs:**
- Matters relating to Food, Civil Supplies and Consumers Affairs.
 - Any other matters allotted to him from time to time by D.C.
19. **Shri Ranjan Kumar Chakrabarty, Sub-Registrar, Mangaldai**
- Matters relating to Registration under Inspector General of Registration.
 - Any other matters allotted to him from time to time by D.C.
20. **Smti Smita Chetia, Project Officer, DDMA:**
- Matters relating to Disaster Management.
 - Any other matters allotted to her from time to time by D.C. / A.D.C.
21. **Shri Dimbeswar Das, Zila Sainik Welfare Officer,**
- Function of Zila Sainik Board.
 - Any other matters allotted to him from time to time by D.C. / A.D.C.

CHAPTER - III
PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

The files are generally, processed at Branch level and the files of each branch are submitted by Dealing Assistants through Senior Most Assistants of branches concerned to Administrative Officer / Revenue Sheristadar / Assistant Planning Officers / Superintendents of Excise, FCS&CA / District Commandant of Home Guards / Senior Planning Officer / Sub-Divisional Officer (S) / Additional Deputy Commissioners / Deputy Commissioner as per the requirement of each file. Files requiring decision / approval except routine works and the files for correspondence with higher authorities must come to the Deputy Commissioner for final decision / approval.

CHAPTER - IV
THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :-

Efforts are made to deal with the cases as expeditiously as possible in accordance with the Rules, Regulations and other instructions issued from time to time.

CHAPTER - V
THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEE FOR DISCHARGING ITS FUNCTIONS :

The Branches discharge its functions in accordance with Rules, Regulations, Instructions, Manuals etc., issued by the Government from time to time.

There are some Office Memoranda / Notifications / circulars which are followed in disposal of the cases.

CHAPTER - VI
A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:-

The documents held by branches including relevant files as per file index on the subject dealt with *are kept* in the branches concerned.

CHAPTER - VII
THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF :-

Arrangements done as per government guidelines or arranged locally in consultation with competent authorities.

CHAPTER - VIII
A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC.

Boards, committees formed as per government guidelines with required officials / members for each committee.

CHAPTER - IX
A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Lists of officers and staff are shown in chapter II & X

CHAPTER - X
THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

The officers and the employees of the establishment of the Deputy Commissioner, Darrang are being paid monthly remuneration in their respective scale of pay as mentioned below and the allowances as applicable.

Sl. No.	<u>Name of officers / employees</u>	<u>Designation</u>	<u>Pay scale</u>	<u>Grade Pay</u>
1.	Shri Kumud Ch. Kalita,	Deputy Commissioner	Rs. 12000 - 40000	Rs. 6600
2.	Shri Girish Ch. Sarma,	Additional Deputy Commissioner	-do-	-do-
3.	Shri Pradeep Kr. Bhagawati,	Additional Deputy Commissioner	-do-	-do-
5.	Shri Razvee Shadeed Hussain,	Additional Deputy Commissioner	-do-	-do-

6. Smti Gitanjali Dutta, Sub-Divisional Officer (S)	Rs. 12000 - 40000	Rs. 6600
7. Shri Animesh Talukdar, Election Officer	-do-	-do-
8. Smti Parijat Bhuyan, Extra Assistant Commissioner	-do-	Rs. 5400
10. Shri Subrata Saha, District Informatics Officer, NIC	Rs. 15600 - 39100	-do-
11. _____ Deputy Director of FCS&CA (Vacant)	Rs. 12000 - 40000	Rs. 6300
12. Shri Arun Kr. Roy, Senior Planning Officer	-do-	-do-
13. Shri Asish Dev Purkayastha, Treasury Officer	Rs. 12000 - 40000	Rs. 5400
14. Shri Lakshi Nandan Barua, Superintendent, Excise	Rs. 8000 - 35000	Rs. 5400
15. _____ Commandant, Home Guards (Vacant)	Rs. 8600 - 35000	Rs. 5100
16. Shri Sailen Das, Assistant Planning Officer	-do-	Rs. 5100
17. Shri Zinnatul Karim, Assistant Planning Officer	-do-	-do-
19. Shri Karuna Kt Deka, Revenue Sheristadar	-do-	Rs. 4900
19. Shri Hari Chandra Sarmah, Administrative Officer	-do-	-do-
20. Shri Harekrishna Prasad, Superintendent, FCS & CA	-do-	Rs. 4600
21. Shri Ranjan Kumar Chakrabarty, Sub-Registrar, Mangaldai	-do-	Rs. 4300
22. Smti Smita Chetia, Project Officer, D D M A	Rs. 30000 (fixed pay).	
23. Shri Dimbeswar Das, (Capt. Retired), Zilla Sainik Welfare Officer	Rs. 22499 (fixed pay)	

(1) Confidential Branch

1. Shri Jitendra Kr. Saharia, Stenographer	Rs. 5200 - 20200	Rs. 2900
2. Shri Pranjal Sarma, Junior Assistant	-do-	Rs. 2200
3. Shri Mithu Mandal, Junior Assistant	-do-	-do-
4. Shri Dipak Deka, Jarikarak	Rs. 4560-15000	Rs. 1600
5. Shri Chandra Deka, Peon	-do-	Rs. 1500
6. Shri Lankeswar Deka, Grade - IV	-do-	-do-
7. Shri Bipul Deka, Peon	-do-	-do-
8. Shri Kanak Das, Peon	-do-	-do-
9. Shri Hitesh Rava, Peon	-do-	-do-

(2) Administration & Magistracy Branch

1. Shri Hari Ch. Barua, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Prafulla Ch. Saharia, Senior Assistant	-do-	-do-
3. Shri Juran Ch. Boro, Senior Assistant	-do-	-do-
4. Shri Ananta Saharia, Junior Assistant	-do-	Rs. 2200
5. Shri Jitendra Kr. Das, Junior Assistant	-do-	-do-
6. Smti Champa Bhattacharjee, Junior Assistant	-do-	-do-
8. Shri Dharbinder Singh, Junior Assistant	-do-	-do-
9. Shri Khagen Saharia, Peon	Rs. 4560-15000	Rs. 1500

(3) Development Branch

1. Shri Atul Sarma, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Abdur Rahman, Senior Assistant	-do-	-do-
3. Shri Pranab Saharia, Junior Assistant	-do-	Rs. 2200
4. Shri Iqbal Hussain, Junior Assistant	-do-	-do-
5. Shri Dulal Saha, Junior Assistant	-do-	-do-
6. Miss Dulumani Deka, Junior Assistant	-do-	-do-
7. Smti Merina Begum, Stenographer	-do-	-do-
8. Shri Laksheswar Barua, Driver	-do-	Rs. 2100
9. Shri Nandeswar Saikia, Peon	Rs. 4560-15000	Rs. 1500
10. Shri Ranti Deka, Peon	-do-	-do-
11. Shri Tarun Baruah, Peon	-do-	-do-
12. Shri Gambhir Nath, Peon	-do-	-do-

(4) Planning Branch

1. Shri Sultan Mamud, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Abidur Rahman, Senior Assistant	-do-	-do-
3. Shri Gautam Sarma, Junior Assistant	Rs. 1065 - 2095	
4. Smti Tafika Abeda Rahman, Junior Assistant	Rs. 5200 - 20200	Rs. 2200
4. Shri Bhubaneswar Das, Peon	Rs. 4560 -15000	Rs. 1500

(5) Election Branch

1. Shri Ajit Kumar Sarmah, Senior Assistant	Rs. 5200-20200	Rs. 2900
2. Shri Boktar Ali, Junior Assistant	-do-	Rs. 2200
3. Shri Bhaben Bora, Junior Assistant	-do-	-do-

4. Shri Manash Pratim Boro, Junior Assistant	Rs. 5200-20200	Rs. 2200
5. Shri Nripen Sarma, RMO	-do-	Rs. 2100
6. Shri Rabin Bora, Peon	Rs. 4560-1500	Rs. 1500
7. Shri Tilak Saharia, Watchman	-do-	-do-

(6) Excise Branch

1. Shri Nagendra Ch. Sarma, Senior Assistant	Rs. 5200 - 20200	RS. 2900
2. Smti Nirada Deka, Junior Assistant	-do-	Rs. 2200
3. Md. Mainul Hoque, Junior Assistant.	-do-	-do-
4. Shri Narendra Nath Sarma, Peon	Rs. 4560-15000	Rs. 1500
5. Shri Kulen Boro, Peon	-do-	-do-
6. Shri Parikhit Kalita, Peon	-do-	-do-

(7) Nazarat & Stationery Branch

1. Shri Babul Saikia, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Karuna Kt. Sarma, Junior Assistant as Assistant Nazir	- do-	Rs. 2200
3. Shri Mukut Ch. Deka, Junior Assistant (Asstt. Nazir & Stationery Asstt.)	- do-	-do-
4. Shri Rantu Deka, Junior Assistant as Assistant Nazir	- do-	-do-
5. Shri Manik Sarma, Driver	- do-	Rs. 2100
6. Shri Puspa Saikia, Driver	- do-	-do-
7. Shri Bipul Das, Driver	- do-	-do-
8. Shri Mazibar Rahman, Head Jarikarak	- do-	-do-
7. Shri Arun Sarma, Dufty (Stationery)	Rs. 4560-15000	Rs. 1800
9. Shri Kanak Chandra Kalita, Jarikarak	- do-	-do-
10. Shri Gopal Deka, Jarikarak	- do -	-do-
11. Shri Sarat Chandra Hazarika, Jarikarak	- do -	-do-
12. Shri Hema Das, Jarikarak	- do -	-do-
13. Shri Keshab Sarma, Jarikarak	- do-	-do-
14. Shri Liladhar Deka, Jarikarak	- do-	-do-
15. Shri Rasid Ahmed, Jarikarak(under suspension)	Rs. 4560-15000	Rs. 1800
16. Shri Bulen Das, Jarikarak	- do-	-do-
17. Shri Jugal Chandra Das, Jarikarak	- do-	-do-
18. Shri Kamala Baruah, Jarikarak	- do-	-do-
19. Shri Tilak Boro, Jarikarak	- do-	-do-
20. Shri Tapeswar Kalita, Chowkider	- do-	Rs. 1500
21. Shri Rajani Singh, Chowkidar	- do-	-do-
22. Shri Prabin Saharia, Peon	- do-	-do-
23. Shri Tirtha Barua, Room Bearer, Circuit House	-do-	-do-
24. Shri Dharmeswar Barman, Khansama, Circuit House	-do-	-do-
25. Shri Keshab Kalita, Room Bearer	-do-	-do-

(8) Bakijai Branch

1. Shri Kamaleswar Sarma, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Chandan Sarma, Junior Assistant	-do-	Rs. 2200
3. Smti Reba Karmakar, Junior Assistant	-do-	-do-
4. Shri Litul Boro, Junior Assistant	-do-	-do-
5. Shri Eyazuddin Ahmed, Peon	Rs. 4560 - 15000	Rs. 1500

(9) Census

1. Shri Nagen Ch Nath, Senior Assistant	Rs. 5200-20200	Rs. 2900
2. Shri Hari Ch. Kalita, Junior assistant	-do-	Rs. 2200

(10) Personnel Branch

1. Shri Lohit Bora, Supervisory Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Tosheswar Nath, Senior Assistant	-do-	-do-
3. Shri Mahendra Sarmah, Junior Assistant	-do-	-do-
4. Shri Tarak Ch. Bhattacharyya, Junior Assistant	-do-	Rs. 2200
5. Smti Kabita Debi, Junior Assistant	-do-	-do-
6. Shri Arun Kr. Sarma, Junior Assistant	-do-	-do-
7. Shri Moheswar Das, Peon	Rs. 4560 - 15000	Rs. 1500
8. Shri Mostak Ahmed, Peon	-do-	-do-
9. Smti Labanya Deka, Peon (attached with EAC)	-do-	-do-

10. Smti Bharati Phukan, Peon(attached with EAC)	Rs. 4560 - 15000	Rs. 1500
11. Shri Paban Ch. Nath, Peon (attached with NIC)	-do-	-do-

(11) Registration (through Sub-Registrar, Mangaldai).

1. Shri Ganeswar Nath, Senior Assistant	Rs. 5200-20200	Rs. 2900
2. Shri Mannarayan Sarma, Junior Assistant	-do-	Rs. 2200
3. Smti Premalata Nath, Junior Assistant	-do-	-do-
4. Shri Dhaneswar Sarma, Extra Writer	-do-	-do-
5. Shri Samsuddin Hazarika, Extra Writer	-do-	-do-
6. Smti Hasina Begum, Extra Writer	-do-	-do-
7. Shri Bhabi Ram Boro, Extra Writer	-do-	-do-
8. Smti Manmi Sarma, Extra Writer	-do-	-do-
9. Shri Badan Ch. Bania, Extra Writer	-do-	-do-
10. Shri Bhupendra Nath Acharjee, Office Peon	Rs. 4560-15000	Rs.1500
11. Shri Harmuz Ali, Chowkidar	-do-	-do-

(12) Land Records Branch

1. Shri Kshamadhar Sarma, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Dharma Dutta Sarma, Junior Assistant	-do-	Rs. 2200
3. Shri Mamtaz Ali, Junior Assistant	-do-	-do-
4. Shri Indra Kt. Deka, Junior Assistant	-do-	-do-
5. Smti Punyalata Baishya, Copyist	-do-	-do-
6. Shri Nitya Deka, Duftry	Rs. 4560-15000	Rs. 1800

(13) Land Reforms Branch

1. Shri Kabi Ram Sarma, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Jana Bora, Peon	Rs. 4560 - 15000	Rs. 1500

(14) Land Requisition and Acquisition Branch

1. Shri Jugen Das, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Hema Nath, Junior Assistant	-do-	Rs. 2200
4. Shri Dinesh Mishra, Peon	Rs. 4560 - 15000	Rs. 1500

(15 & 18) (T.N.)Land Revenue & Fishery Branch

1. Shri Daneswar Deka, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Mahendra Hazarika, Junior Assistant	-do-	Rs. 2200
3. Shri Arun Deka, Peon	Rs. 4560 - 15000	Rs. 1500

(16) Settlement Branch

1. Shri Ram Charan Nath, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Azad Ali, Senior Assistant	-do-	-do-
3. Shri Kulen Saharia, Senior Assistant	-do-	-do-
4. Shri Munin Konwar, Junior Assistant	-do-	Rs. 2200

Encroachment Branch

1. Shri Narendra Sarma, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Smti Sarasati Das, Junior Assistant	-do-	Rs. 2200

(17) Disaster Management Branch

1. Shri Nawab Nurul Islam, Supervisory Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Sarat Ch. Sarma, Senior Assistant	-do-	-do-
3. Shri Dharmeswar Deka, Junior Assistant	-do-	Rs. 2200
4. Smti Hemalini Dutta, Junior Assistant	-do-	-do-
5. Shri Dineswar Hazarika, Peon	Rs. 4560 - 15000	Rs. 1500

(19) Food, Civil Supplies & Consumers Affairs

1. Shri Satya Bhatta, Inspector	Rs. 8000 - 35000	Rs. 4300
2. Shri Munindra Maral, Inspector	-do-	-do-
3. Shri Giridhar Talukdar, Inspector	-do-	-do-
4. Shri Chankan Malakar, Inspector	-do-	-do-
5. Shri Omprakash Sarmah, Sub-inspector	Rs. 5200- 20200	Rs. 3000
6. Shri Mahadev Sarmah, Accountant	-do-	Rs. 2900
7. Shri Deba Kumar Sarma, Senior Assistant	-do-	-do-
8. Shri Tirtha Nath Nath, Senior Assistant	-do-	-do-
10. Shri Nazirul Hoque Choudhury, Junior Assistant	-do-	Rs. 2200
11. Shri Prasanna Sarmah, Junior assistant	-do-	-do-

12. Shri Sirajul Hoque, Driver	Rs. 5200- 20200	Rs. 2100
13. Shri Lakhyan Kalita, Peon	Rs. 4560-15000	Rs. 1500

(21) Zilla Sainik Welfare Board

1. Shri Dimbeswar Das, (Capt.) Retired Zilla Sainik Welfare Officer	Rs. 22499 (fixed pay)	
2. Shri Mani Ram Deka, Welfare organizer	Rs. 5200-20200	
3. Shri Sailen Deori, LDA	-do-	Rs. 2200
4. Shri Biren Thakuria, Peon	Rs. 4560-15000	Rs. 1500

(22) Home Guards

1. Shri Sunil Panging, Platoon Commander	Rs. 5200-20200	Rs. 3300
2. Shri Mukut Saharia, Junior Assistant	-do-	Rs. 2200
3. Shri Mainul Hoque, Junior Assistant	-do-	-do-
4. Shri Gobinda Bania, Storeman	-do-	-do-
5. Shri Biswajit Sarma, Peon	Rs. 4560-1500	Rs. 1500
6. Shri Brajen Bora, Peon (Under suspension)	-do--	-do-

(23) Aronoday Facilitation Centre

1. Shri Imranul Islam, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Jitendra Saharia, Junior Assistant	-do-	Rs. 2200
3. Shri Bhaskar Barua, Junior Assistant	-do-	-do-
4. Shri Karmeswar Deka, Peon	Rs. 4560 - 15000	Rs. 1500

(24) Issue & Receipt Branch.

1. Shri Nabin Chandra Sarma, Junior Assistant	Rs. 5200-20200	Rs. 2200
2. Smti Manika Das, Junior Assistant	-do-	-do-
3. Shri Indra Sarma, Peon	Rs. 4560-15000	Rs. 1500
4. Smti Jamini Kalita, Peon	-do-	-do-

CHAPTER - XI**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORT FOR ON DISBURSEMENTS MADE;**

Budget estimates under different Heads of accounts during the financial year 2012 - 2013 are being submitted to the government and government allotments are yet to be received.

CHAPTER - XII**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

Government programmes implemented as per its guidelines from time to time.

CHAPTER - XIII**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS.**

Permits or authorizations granted in case of programmes as per norms by concerned branches.

CHAPTER - XIV**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

-Nil-

CHAPTER - XV**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IS MENTIONED FOR PUBLIC USE.**

Citizens may obtain information during office hours from the officers / Branches concerned.

The Public Information Officers have maintained registers on the number of application received from the members of the public.

Steps have been taken to provide government services to citizens under National e-Governance Plan (NeGP). Arunoday Facilitation Centre has been instituted in the office premises and rendering Government to Citizen (G2C) services through a number of Common Service Centers in different places in the district under Shrei Sahaj Ltd.

No Library or reading room is maintained for public use.

CHAPTER - XVI
THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS IN THE AMALGAMATED ESTABLISHMENT OF THE DEPUTY COMMISSIONER, DARRANG, MANGALDAI ARE GIVEN BELOW.

- | | |
|---|---|
| 1. First Appellate Authority, Matters under Deputy Commissioner's establishment, Darrang & MGNREGA. | Shri Kumud Ch. Kalita, ACS, Deputy Commissioner, Darrang. |
| 2. Public Information Officer, Office of the Deputy Commissioner Darrang, Mangaldai & First Appellate Authority in respect of Revenue Circles | Shri Pradeep Kr. Bhagawati, ACS, Additional Deputy Commissioner, Darrang, Mangaldai |
| 3. Assistant Public Information Officer, Office of the Deputy Commissioner. | Smti Gitanjali Dutta, ACS, Sub-Divisional Officer (S), Mangaldai. |
| 4. Public Information Officer (Election) | Shri Animesh Talukdar, Election Officer, Mangaldai |
| 5. Public Information Officer (FCS&CA) | Shri H. K. Prasad, Superintendent of Food, Civil Supplies & CA. |
| 6. Public Information Officer (Registration) | Shri Ranjan Kumar Chakrabarty, Sub-Registrar, Mangaldai |
| 7. Public Information Officer (Excise) | Shri Lakshmi Nandan Barua, Superintendent, Excise, Mangaldai |
| 8. Public Information Officer (Treasury) | Shri A. D. Purkayastha, Treasury Officer, Mangaldai. |
| 9. Public Information Officer (Home Guard) | Commandant, Home Guards, Mangaldai. |
| 10. Public Information Officer, NIC, Mangaldai | Shri Subrata Saha, District Informatics Officer, |
| 11. Public Information Officer, Zila Sainik Welfare Board, Darrang | Shri Dimbeswar Das (Capt. Retired), Zila Sainik Welfare Officer. |
| 12. Public Information Officer, Mangaldai Revenue Circle | Shri Prasanta Barua, ACS, Circle Officer Mangaldai |
| 13. Public Information Officer Sipajhar Revenue Circle | Smti Suranjana Senapati, ACS, Circle Officer Sipajhar |
| 14. Public Information Officer Patharighat Revenue Circle | Smti Kalpana Deka, ACS, Circle Officer Patharighat |
| 15. Public Information Officer Dalgaon Revenue Circle | Shri Shyamanta Rabi Bara, ACS, Circle Officer Dalgaon |

CHAPTER - XVII
SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;

Priorities have been given in implementation of the guidelines / instructions received from the National Human Rights Commission / State Human Rights Commission / Supreme Court / High Court / other courts, matters relating to violation of human rights through respective branches.

All concerned are hereby requested to suggest regarding any omission and commission in this preparation / publication.

Sd/-Kumud Ch. Kalita
Deputy Commissioner, Darrang,
Mangaldai

Memo No. DAN - 2/2011/ 193 A Dated Mangaldai, the 4th April, 2012.

Copy to :

1. The Staff Officer to the Chief Secretary to the Government of Assam, Assam Secretariat (Civil), Dispur, Guwahati - 6.
2. The Commissioner & Secretary to the Government of Assam, General Administration Department, Assam Secretariat (Civil), Dispur, Guwahati - 6.
3. The Commissioner, Lower Assam Division, Panbazar, Guwahati - 1.
4. The Secretary, Assam Information Commission, Dispur, Guwahati - 6.
5. All Additional Deputy Commissioners, Darrang, Mangaldai for information and necessary action.
6. The Superintendent of Police, Darrang, Mangaldai.
7. The Sub-Divisional Officer (S), Mangaldai for information and necessary action.
8. All EACs, Mangaldai for information and necessary action.
9. All Public Information Officers, Deputy Commissioner's establishment, Darrang, Mangaldai for information and necessary action.
10. All Circle Officers, Darrang for information and similar action.
11. The Treasury Officer, District Treasury, Mangaldai for information and necessary action.
12. The District Information & Public Relations Officer, Darrang, Mangaldai.
13. The District Informatics Officer, NIC, Mangaldai for information and necessary action. He is requested for uploading of the notification.
14. The Superintendent of Excise, Mangaldai for information and necessary action.
15. The Revenue Sheristadar, D.C.'s office, Darrang, Mangaldai.
16. The Administrative Officer, D.C.'s office, Darrang, Mangaldai.
17. The Superintendent of Food, Civil Supplies and Consumers Affairs, Mangaldai for information and necessary action.
18. The Sub-Registrar, Mangaldai / Dalgaon for information and similar action.
19. All Branches, D.C.'s office, Darrang, Mangaldai for information and necessary action. They will be responsible for updating of information in respect of their branches concerned.

Deputy Commissioner, Darrang,
Mangaldai

Supreme / High Court cases.
 Matters / cases relating to National Human Rights Commission / State Human Rights Commission.
 Matters relating to arms / Ammunitions / explosives.
 Prosecution sanction.
 BTAD matters.
 Storage licence.
 Any other works that may be entrusted from time to time.
 Cinema and matter relating to video.
 Appointment of Government pleaders/ Public Prosecutor.
 RTI matters
 Passport / citizenship.
 Haj Committee matters.
 Appointment / Renewal of Stamp vendor.
 Vigilance matters / District Level Peace committee.
 Regional Transport Authority.
 SAS Agency / MPKY.
 Any other works that may be entrusted from time to time.
 Matter relating to maintenance of Law & Order duty.
 Promulgation of prohibitory orders.
 Inquest / disposal of dead bodies.
 Observance of various divas.
 Matter relating to Range practice.
 Thana Level Committee meetings/
 Police Stations matters.
 Jail matters.
 Character and antecedent matters.
 Any other works that may be entrusted from time to time.
 Memorandum received from various offices / organizations.
 Cases under Minimum wages Act.
 Matters relating to MACT cases.
 Matters relating to Religious institutions.
 Solarium Fund scheme.
 Matters relating of ASEB / Forest etc deptts.
 Legal Heirs.
 VIP / Protocol matters.
 Matters relating to Hotel and Sarai.
 Registration of birth & death.
 Matters relating to Government cases in various courts.
 Cases under the cod of Criminal Procedure, 1973 as Bench Assistant.
 TADA / UTP etc.
 Cr.P.C. cases.
 Bench Assistant.
 RTI matters.
 PRC.
 Workmen Compensation case.
 Various permissions.
 Issue of SC / ST / OBC/ creamy-layer certificates.
 P.G. Cell.
 Tea Garden matters.
 Pollution & Environment.

22. Home Guard Branch:

- (a) Administration under the Assam Home Guard Act, 1947.
- (b) All other matters relating to the Home Guards i.e. selection of volunteers for training, deployment and discharge of the trained Home Guard volunteers.
- (c) Matters relating preparation of budget, pay-bills, etc of employees and staff remuneration to Home Guards
- (d) Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

Budget Provisions under different Heads of accounts during the financial year 2011 - 2012 released to the District Commandant, Darrang.

Sl. No.	Head of account	Total
1		

Deputy Commissioner : (1) Deputy Commissioner, (2) District Magistrate, (3) District Collector, (4) District Election Officer, (5) District Registrar, (6) Executive Director of DRDA, (7) District Nodal Officer under Mid-Day-Meal Scheme, (8) First Appellate Authority under RTI.

Observance of Day :

1. Republic Day : 26th January
2. Martyrs Day – 30th January (& also on 28th and 29th January at Patharighat in memory of martyrs of Patharughat Rebellion, 1894)
3. World Consumers Day – 15th March
4. Anti-terrorism Day, 21st May
5. Independence Day – 15th August
6. Shok Diwas – 16th August
7. Sadbhavana Diwas – 20th August – Rajiv Gandhi Akshyaya Urja Divas
8. Teachers Day – 5th of September (Inspector of Schools)
9. Gandhi Jayanti – 2nd October
10. Sankalpa Diwas – 31st October
11. Quami Ekta Diwas – 19th to 25th November
12. Flag Day – 23rd November
13. RPRS – 4 rounds in a year
14. Grievance Day – once in a month (to be held on development activities in an interior village for hearing grievances of people with other Development officials).
15. National Consumers Day – w.e.f. 24th December (Week long)

Under chairmanship Hon'ble Minister I/c of District.

1. District Development & Monitoring Committee & D.C. as Member Secretary (Development Branch)
2. District Level Vigilance & Monitoring on PDS / Targeted PDS & DC as Member Secretary (Supply Branch)

Under chairmanship of Member of Parliament (Lok Sabha)

1. District Vigilance and Monitoring Committee (through DRDA)

Under the chairmanship of President, Darrang Zila Parishad

1. Governing Body of DRDA (through DRDA).
2. District Planning Committee (through Zilla Parishad) & D.C. as Ex officio member

Under chairmanship of Divisional Commissioner

1. District Vigilance Committee – Quarterly (Administration Branch)

Under chairmanship of Deputy Commissioner

1. District Level Coordination Committee (under CI ops) – fortnightly.
2. Revenue meeting (for reviews Land Revenue / Settlement & Encroachment / Bakijai / Land Records / Land Reforms / Land Acquisition & Requisition etc. Revenue matters on 7th of every month – **through Rkg.**
3. District Development Committee on 6th Day of every month (through Development Branch). NB – Important schemes normally takes for DCs conference viz . SGRY / SGSY/ NREGP/ IAY (DRDA), PMGSY (PWD-R). RSVY, NSAP, JSY / HEALTH MISSION – NRHM (Joint Dir., HS), MPLAD / MLAAD/ UNTIED FUND / KALPATARU / BUNIYAD (DCP), GYANJYOTI (IS & DCP), DHARMAJYOTI (ASTC), RANDHANJYOTI / AAY (SUPPLY), KARMAJYOTI(H&T,DIC), UDYUGJYOTI (DIC), HEALTH CARE FOR THE AGED (DSWO), MUKHYA MANTRIR PAKIPATH NIRMAN ACHANI (PWD-R), MUKHYA MANTRIR POWER SUPPLY ASSUARANCE MISSION (ASEB), SAJALDHARA / MUKHYA MANTRIR DRINKING WATER SUPPLY MISSION (PHE), MUKHYA MANTRIR JIBANJYOTI BIMA ACHANI DSWO), SSA, MID DAY MEAL, ANNAPURNA, RAJEEV GANDHI VIDYUTIKARAN YOJANA (ASEB), BHARAT NIRMAN (PWD-

R/IRRIGATION/ASEB/P&T/ZP), ARUNODAY FACILITATION CENTRE – E GOVERNANCE.

4. District Level Monitoring Committee (through Development Branch).
5. District Level Implementation Committee for PM's new 15 point programme (through Development Branch)
6. District NeGP (National e-Governance Plan) - Agriculture Implementation Team for the implementation of the National e-Governance Plan - Agriculture in the district under the direction of the State Empowered Committee.
7. Hospital Management Society on 1st Monday of every month (through Superintendent of Hospital).
8. District Health Society under NRHM (IPPI, IW etc.) through Joint Director of Health / Additional Chief Medical & Health Officer).
9. District Leprosy Society – through Joint Director of Health
10. District Blindness Control Society – through Joint Director of Health
11. District Governing Council for TB Control (through District TB officer)
12. Revised National TB Control programme - -do-
13. General Body for TB Control -do-
14. Purchase committee for TB control -do-
15. District Level Committee on Compassionate Ground – Quarterly (Personnel Branch)
16. Sub-Divisional Relief Committee – form in April (Disaster Management Branch).
17. District Urban Development Authority
18. Jawahar Navoday Vidyalaya, Kalaigaon (through Principal concerned)
19. Kendriya Vidyalaya (through Principal concerned)
20. District Level Committee regarding release of licences of arms deposited in the local Police Stations for safe custody- when required - Administration Br)
21. District Level Committee for detection of Foreigners.
22. District Level Peace Committee
23. District transport Authority – through DTO Member Secretary.
24. National Social Assistance Programme – on 2nd and 16th Day of every month ADC (Dev)
25. Land Advisory Committee meeting – Quarterly (through Settlement Branch)
26. District Land Valuation Committee (through Settlement Branch)
27. Zila Sainik Board
28. District Level Consultative Committee – on development plan – loan etc. by Banks (through Lead District Manager).
29. District Level Review Committee – on Bank loan recovery Government transaction etc. (through LDM)
30. District Level Swarna Jayanti Gramya Swarojgar Yojana – on DRDA (through LDM)
31. National Watershed Development Programme for Rainfed Areas (NWDPA) – through DAO.
32. Calamity Relief Fund (CRF) under Agriculture Department – through DAO.
33. State Priority Sector for distribution of tractors, Power tillers etc under Agriculture Department (through DAO)
34. District Level Assam Agriculture Competitiveness Coordination Committee under Assam Agriculture Competitiveness Project (through DAO)
35. Technology Mission (through DAO).
36. Agriculture Technology Management Agency (ATMA – project) (through DAO)
37. Fish Farmer Development Agency (through District Fishery Development Officer).
38. District Condemnation Board for disposal of old machines including vehicles (through Nazarat Branch and concerned department heads)
39. Mangaldai Law College
40. Mangaldai Club
41. District Branch Red Cross Society, Mangaldai
42. District Level Women Cell (Development Branch)

